

T-6  
O+M1

17 SEP 1980

MEMORANDUM FOR: Executive Officer to the DDA  
VIA: Regulations Control Division, OIS  
STAT FROM:   
Acting Director of Logistics  
SUBJECT: Proposed Headquarters Notice - Reallocation  
and Revalidation of Parking Permits

1. It is requested that the attached proposed Headquarters Notice be published no later than 26 September 1980.

2. The proposed notice contains the schedule and procedures of the annual reallocation of parking permits as required by Federal Management Policy Directives. Any questions concerning the publication of the proposed notice or the information contained therein, should be directed to the Space Maintenance and Facilities Branch, LSD/OL on extension

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3. In order to provide sufficient advance notice to employees, it is recommended that the proposed notice be published no later than 26 September 1980. The new permits will become effective Tuesday, 14 October 1980.

Attachment

cc: EO/DDA

Distribution:

Orig - Adse, w/att

① - OL/Files, w/att

1 - D/L Chrono, w/att

1 - OL/P&PS, w/att

1 - OL/LSD (Official), w/att

STAT OL/LSD/ (10 Sep 80)

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OL 9 10,093

ATTACHMENT

LOGISTICS



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REALLOCATION OF PARKING PERMITS

STAT Rescission: dated 20 July 1979

STAT Reference:

1. This notice is to inform employees that a reallocation of all parking permits is to be made for the Headquarters and Building areas. New parking permits will be distributed but will not become valid until Tuesday, 14 October 1980. Permits presently in use must be used through Monday, 13 October 1980.

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2. Parking at the Headquarters Building is a privilege governed by Federal Property Management Regulations, General Services Administration (GSA) parking and traffic regulations, and Federal Protective Officers (FPO's) of the Federal Protective Service Division of GSA have authority to enforce the regulations and to handle related administrative matters. Parking and traffic violations are under the jurisdiction of the United States District Court of the Eastern District of Virginia and all fines are levied by a United States Magistrate. The Magistrate holds court in Alexandria, Virginia. GSA regulations provide for a minimum fine of \$10, a maximum fine of \$50 and/or imprisonment for up to 30 days for a violation of vehicle parking and traffic regulations. Personnel located at Headquarters Building and the who continue to abuse parking privileges will have their parking permits revoked for a period of 30 to 60 days. Additionally, the Federal Parking Regulations, under which carpools and vanpools receive preferential parking privileges, impose a mandatory penalty of at least six months suspension of parking privileges for misrepresentation of carpool/vanpool membership qualification, or for a violation of other Agency carpool/vanpool requirements.

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3. In accordance with the Director of Logistics is responsible for the control and issuance of parking permits to the directorates based on the number of personnel assigned to each directorate within the Headquarters and Each directorate is responsible for the internal allocation of all permits, with the exception of carpool/vanpool, medical, and handicapped permits.

4. All vehicles parked within the Headquarters and Building compounds, with the exception of the general parking area at must display a valid parking permit in such a manner that it is clearly visible and identifiable by an FPO or a designated Logistics Officer patrolling the area. Employees are cautioned not to display permits when vehicles are not parked on the compounds.

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5. The types of permits are as follows:

a. Reserved permits are for specific spaces that are reserved at all times. Reserved permits are allocated to each directorate, for reissue to executive-level and other personnel for reasons of official responsibility or unusual working hours. Form 3614, Parking Record, is required upon receipt of a reserved permit.

(1) Reserved parking spaces for medically/physically handicapped employees will be issued and controlled by the Office of Logistics, Logistics Services Division (OL/LSD). In addition, spaces at the Northeast Entrance of the Headquarters Building will be reserved for visiting and temporarily handicapped employees.

(2) Employees (other than carpool permit holders) assigned a reserved parking space may use any general permit parking area available at the Headquarters Building and any lane permit parking area at the [ ] in the event their assigned space is occupied illegally by another vehicle. This does not relieve the person illegally parked in a reserved space from the penalties set forth in [ ]. Individuals assigned a reserved space should report any violations to the Federal Protective Office, extension [ ].

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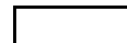
b. Carpool/vanpool permits are for specific spaces that are reserved from 7:00 a.m. to 5:00 p.m., except Saturdays, Sundays, and holidays. A carpool is defined as two or more employees who regularly commute five days a week to and from work, and whose normal duty hours begin between 7:00 a.m. and 12:00 noon. A vanpool is a group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses. However, to qualify as a Headquarters or [ ] carpool/vanpool member, you must work at the building covered by the permit. These permits are distributed by the Office of Logistics, Logistics Services Division, to the principal applicants through their administrative offices for the initial application and thereafter will be issued directly to the principal member, upon receipt of a properly executed Form 3545, Application for Carpool/Vanpool Parking Permit, and Form 3614a, Carpool Parking Record. If a carpool/vanpool fails to meet the criteria stipulated above for a period in excess of ten consecutive workdays, the permit must be surrendered to OL/LSD, Room 1J45 Headquarters Building, extension [ ]. However, carpools/vanpools that have surrendered their permits may reapply any time they meet the qualifications for a new permit. Their applications will be processed as a new application on a first-come-first-served basis. The appropriate forms 3545 and 3614a may be obtained from Room 1J45 Headquarters Building, or second floor, main receptionist area at the [ ].

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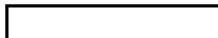
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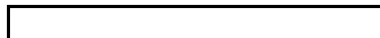
c. General Headquarters permits and  lane permits are allocated to each directorate and are valid only for the area designated on the permit. These areas are restricted except on Saturdays, Sundays, and holidays. Permits will be issued by each directorate to appropriate individuals. Form 3614, Parking Record, is required upon receipt of a general lane permit.

d. Visitor permits are issued to Agency components located outside the Headquarters Building and are for the use of personnel of those components when parking privately owned vehicles (POV's) in the Headquarters Building compound.

(1) Front/VIP -- This permit is valid only for the area indicated on the permit. In the event the area is full, the permit can be used in any of the visitors parking areas on the compound.

(2) North Lot "A" Lane -- This permit is valid only for the area indicated on the permit, and is good for three hours. In the event the area is full, the permit can be used for parking in West Lot "O" lane.

(3) West Lot "O" Lane -- This permit is valid only for the area indicated on the permit and is good for eight hours.

Visitor permits are also issued to the  This permit is valid only for the area and section designated, on a first-come-first-served basis, and is limited to three hours. If all spaces are occupied, employees must park in the general parking section (no permit required).

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e. Shift permits will be issued upon memorandum request to OL/LSD through the component administrative officer. Shift workers displaying a shift permit are permitted to park as follows:

(1) Between 8:30 a.m. and 2:30 p.m. in the designated areas of North Lot "L" lane and South Lot "J" lane.

(2) After 2:30 p.m. and before 8:30 a.m. in North "A" Visitors.

(3) After 5:00 p.m. and before 7:00 a.m. in areas not posted reserved at all times.

f. A Dock Pass will be issued upon memorandum request to OL/LSD or by the FPO dock control office for POV's requiring temporary access to the loading dock area for official purposes. This permit is valid only for the North or South Dock areas in the Headquarters Building and is limited to one-hour parking time.

6. All personnel are reminded that the North and South Loading Dock areas in the Headquarters Building and their access roads are restricted areas with access limited at all times to official and commercial vehicles. POV's are not authorized to use these areas without specific authority as specified in paragraph 5.f. above.

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7. Signs have been installed indicating all reserved, restricted, visitor, and other valid permit parking areas. Please check the signs to verify you are parked in the proper place.

8. Current Federal policy encourages the formation of carpools/vanpools to conserve energy. The Agency has implemented this policy by reducing the number of general or lane parking spaces available to individuals and issuing spaces to carpools/vanpools with the priority of issuance based on the number of members.

9. Parking spaces for bicycles are available at the North and South Dock areas at the Headquarters compound. Parking spaces for two-wheel vehicles are located in North Lot "D" and "H" lanes, South Lot "F" and "H" lanes, West Lot "O" lane, and the North Loading Dock area at the Headquarters compound. No permits are required for these areas. However, bicycles and two-wheel vehicles must not be parked in other areas.

10. No vehicle may be parked longer than 72 hours in one location in the Headquarters or  compounds without prior approval. Employees who wish to park their POV's longer than 72 hours should contact the Security Duty Office, Room 1E26 Headquarters Building. Employees will be required to leave a set of keys for the vehicle with the Security Duty Office and fill out a form which includes the following information:

- a. The year, make, and model of the vehicle.
- b. The license plate number (must be current and valid).
- c. A statement that the vehicle is in operating condition.
- d. The reason for the request.
- e. The specified period in which the POV is to be parked.
- f. The name, telephone number, and/or address of the operator, owner, or representative who may be contacted during the parking period.

11. All employees are reminded that violations of parking regulations are not only subject to court action but continued abuse may result in suspension of parking privileges and Agency administrative action. Your cooperation in the implementation of the parking program is essential to its continued success.

DON I. WORTMAN  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES